

City of Indianapolis, IN - Lead-Based Paint Tracking & Property Owner Acknowledgment Form

1. This form is to be completed by Project Sponsor and signed by the Project Sponsor and Property Owner.
2. A copy of this completed form is to be given to the Property Owner along with any necessary attachments.
3. This form and all attachments are to be kept with client/project files in your office.
4. This form and all attachments **MUST BE INCLUDED** with the Completion Certificate in your claim packet.

STEP 1 OF 5		Structure Information	
Address:			
Property Owner (printed):			
Was the structure built after 1978 and therefore exempt from the HUD Lead Safe Rule (HLSR)? Circle one:			
YES		NO	
Project Sponsor's Signature:		Date:	

- If structure was built after 1978 and above line was signed, **stop and leave the remainder of this form blank.**
- If structure was built before 1978 and/or above line was not signed, **continue on to Step 2.**

STEP 2 OF 5		EPA Pamphlet Receipt	
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Property owner acknowledges by signature receipt of these two (2) EPA Pamphlets:

- (1) "Protect Your Family from Lead in Your Home"
- (2) "The Lead-Safe Certified Guide to Renovate Right"

Property Owner's Signature:	Date:
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STEP 3 OF 5		Exempted Repairs	
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Is the work performed an exempted repair under HLSR §35.115? Circle one: <i>Consult a City Rehab Specialist if in doubt.</i>			
YES		NO	
If yes, please reference which Exemption: (ex. : Exemption 8, does not disturb painted surface)			
Project Sponsor's Signature:		Date:	

- If the work performed is an exempt repair **stop here and leave the remainder of this form blank.**
- If the work performed is not an exempt repair, **continue on to step 4A OR 4B.**

➤ *If a risk assessment is to be done, complete step 4A ONLY*

4A. A risk assessment was completed and a lead report was compiled and attached to this document.

Completion of Risk Assessment Lead Report Date:

Project Sponsor's Signature:

Date:

Property Owner's Signature:

Date:

Property owner acknowledges by signature receipt of Lead Paint Risk Assessment.

➤ *If lead-based paint is to be presumed throughout, complete step 4B ONLY*

4B. Project Sponsor presumes the presence of lead in all painted and coated surfaces throughout all structures and soil, and therefore will follow Standard Treatments, HLSR §35.1335.

Project Sponsor's Signature:

Date:

Property Owner's Signature:

Date:

Attached are three (3) documents, reviewing the activities to reduce lead-based paint hazards in your property.

(1) Clearance Testing report , "Passed Clearance"	Dated:
(2) Work Write-Up detailing the work performed	Dated:
(3) Change Order/s	Dated:

These activities have reduced known lead paint hazards; however, please be aware that lead-based paint does still exist on your property and you should monitor all future hazards that may and will occur, evidenced by, but not limited to "loose" and "flaking" paint and dust containing lead, commonly found on horizontal surfaces.

For additional information contact the contractor who performed the lead-based paint abatement work:

Contractor/Name	
Contractor Address	
Phone Number	

Your signature below indicates that you have received the documents listed above:

Project Sponsor's Signature:	Date:
Property Owner's Signature:	Date: